

DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANAGEMENT SERVICE  
1400 KEY BOULEVARD  
ARLINGTON, VA 22209-5144

JUN 21 1999

MEMORANDUM FOR ALL ASARS USERS

SUBJECT: DoD Priority Placement Program Operations Manual - Change OM-FY99-02

This memorandum with attachments amends the DoD Priority Placement Program Operations Manual by updating language and formats to reflect the ASARS WEB and deleting reference to the Bulletin Board System. You and your staff should review this and such future changes fully before incorporating them into the Manual. Current changes should be made by taking the following steps:

- a. Replace the existing FOREWORD page with the attached, revised FOREWORD page.
- b. Replace the existing Chapter 1, page 1-3, 1-5 and 1-A-1, with the attached, revised page 1-3, 1-5 and 1-A-1.
- c. Replace the existing Chapter 3, page 3-7 with the attached, revised page 3-7.
- d. Replace the existing Chapter 7, pages 7-1, 7-10, 7-12, 7-13, 7-A-3, and 7-A-4, with the attached, revised pages 7-1, 7-10, 7-12, 7-A-3, 7-A-4, and new pages 7-A-5 and 7-A-6.
- e. Replace the existing Chapter 8, pages 8-1, 8-2, 8-4, 8-5, 8-6, 8-7, 8-8, and 8-A-1, with the attached, revised pages 8-1, 8-2, 8-4, 8-5, 8-6, 8-7, 8-8, and 8-A-1.
- f. Replace the existing Chapter 9, pages 9-i, 9-1, 9-2, 9-B-1, 9-D-1, and 9-E-1, with revised pages 9-i, 9-1, 9-2, 9-B-1, 9-D-1, 9-E-1 and new page 9-E-2. Remove and discard existing Chapter 9 pages 9-F-1 and 9-F-2.
- g. Replace the existing Chapter 12, page 12-A-2, with the attached, revised page 12-A-2.
- h. Replace the existing Chapter 14, page 14-7, with the attached, revised page 14-7.
- i. Replace the existing Chapter 18, page 18-5, with the attached, revised page 18-5.
- j. File this Change Memorandum (less the attachments) in the front of your Operations Manual.

All change packages will be posted to the ASARS WEB and the Civilian Personnel Management Service website. Should you have any questions concerning this revision package, contact your assigned CARE Coordinator.

//SIGNED//

Charles A. Rogers  
Chief, Civilian Assistance and  
Re-Employment Division

Attachments:

As stated

## FOREWORD

This manual implements Department of Defense (DoD) policy and procedures for the operation and administration of the DoD Priority Placement Program. It replaces DoD 1400.20-1-M, "DoD Program for Stability of Civilian Employment Policies, Procedures and Programs Manual," dated September 1990, and supersedes all previous delegated authorities.

The provisions of this manual are effective immediately. They apply to all Defense organizations except the Defense Intelligence Agency and the National Security Agency unless excluded by a specific policy exception.

Recommended revisions, corrections or changes to this manual should be submitted through DoD Component channels to the Chief, Civilian Assistance and Re-Employment Division, Civilian Personnel Management Service. A copy of this manual is available on the Automated Stopper and Referral System (ASARS) WEB.



4. **Area of Referral.** The geographic area that includes the activities for which an individual is registered. The area of referral can be defined by activities, states, regions, or zones.

5. **Automated Stopper and Referral System (ASARS).** The centralized automated system through which programs covered under this Manual are operated.

➡ 6. **ASARS WEB.** World Wide Web site used by DoD HROs to send and retrieve data required for the registration and referral of registrants and to disseminate operational guidance. ⬅

7. **Care Taker Work Force.** Cadre of temporary, term, or, if approved by the Component Coordinators, permanent employees that remain at a closed installation to perform security, maintenance, environmental, or other closure-related functions.

8. **Civilian Assistance and Re-Employment (CARE) Program.** Programs and initiatives to assist managers, supervisors, and DoD civilian employees during workforce restructuring, including but not limited to, voluntary separation incentive pay (VSIP), unlimited leave accrual, outplacement subsidies, DORS, and the PPP.

9. **Civilian Assistance and Re-Employment (CARE) Program Coordinators.** Program officials who manage the day-to-day operation of the PPP and associated programs under the direction of the Deputy Chief for Operations, CARE Division. CARE Program Coordinators provide guidance, evaluate program administration, conduct formal training, provide instruction on operation of the program, approve exceptions, resolve disputes, investigate and direct corrective action, freeze specific vacancies, and apply area job freezes.

10. **Civilian Intelligence Personnel Management System (CIPMS).** Personnel system that covers positions in the intelligence communities of the Army, Navy, and Air Force. An interchange agreement allows, under certain circumstances, non-competitive movement between competitive and excepted service positions.

11. **Closure Bases.** Defense activities identified and approved for closure.

12. **Commuting Area.** Generally, the area within which registrants can be reasonably expected to commute daily between their permanent residence and duty station, as determined by the registering activity.

13. **Component Coordinator.** Official responsible for ensuring the proper operation of the PPP and associated programs within a DoD Component. There are five Component Coordinators: Army, Navy, Air Force, Defense Logistics Agency (DLA) and Washington Headquarters Services. Washington Headquarters Services represents all fourth-estate Defense agencies except DLA.

14. **Defense Outplacement Referral System (DORS).** A voluntary automated program to refer DoD employees and their spouses to DoD activities, other Federal agencies, state and local government, and the private sector.

15. **Department of the Army (DA) Family Member Placement Program.** A program for the systematic referral of current DA employees who are family members of DA civilian or military personnel involved in a Permanent Change of Station (PCS) from one DA activity to another DA activity within the United States.

16. **Displaced Employee.** A DoD employee who is scheduled for involuntary separation or demotion by RIF, involuntary furlough for six months or more, or separation due to declination of functional transfer or covered management-directed reassignment outside the commuting area (if the employee is not on a mobility agreement).

17. **Human Resources Office (HRO).** An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.

18. **In-Service Referral List.** A referral list composed of current permanent DoD employees only.

19. **Job Exchange.** Process through which an employee at a closing activity exchanges jobs with an employee at an activity not affected by RIF or closure.

20. **Joint Travel Regulations (JTR), Volume II.** DoD regulation implementing 5 U.S.C. Chapter 57 (reference (d)), which defines travel and transportation entitlements for civilian employees.

21. **Mandatory Registration.** The required Program A registration of an employee eligible for severance pay who is in receipt of a RIF separation notice or is scheduled to be separated for declining an assignment outside of the commuting area. Employees receiving retained grade benefits and Reserve Component Military Technicians who have applied for or are receiving a disability annuity are also mandatorily registered in their respective programs.

22. **Military Spouse Preference Program.** Placement program that provides employment consideration within the U.S. and its possessions and territories for spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and members on full-time National Guard duty, other than for training only.

23. **Nondisplaced Overseas Employee.** An employee satisfactorily completing a tour of duty (or, in some cases, the equivalent of a tour) in a foreign area, a U.S. territory or possession, or in the states of Alaska and Hawaii, who is not affected by RIF or TOF.

24. **Nondisplaced Overseas Family Member.** Family members of DoD civilian and military personnel in Alaska, Hawaii, and duty stations outside the United States who are relocating to activities in the United States. Also included are family members of Panama Canal Commission employees who are relocating to the United States.

25. **Option Code.** Three-character alpha codes listed in Chapter 10, Appendix A. These codes are used to clarify qualifications of registrants and identify specific job requirements for vacancies being matched through ASARS.

26. **Overseas Intra-Theater Family Member Employee.** Overseas family member employee serving in an appropriated fund position who acquires PPP eligibility when his or her military or DoD civilian sponsor will be relocating within the overseas theater due to base closure or severe personnel reduction.

27. **Overseas Liaison Officers.** Program officials who work under the general supervision of DoD Component Coordinators and are responsible for assisting activities in the United States with resolving problems and expediting the placement of overseas registrants.

28. **Overseas Theater.** One of three broad overseas areas used for PPP registration and program administration purposes. Overseas Theaters include the EUROPEAN (Europe, Western Asia, and Africa), PACIFIC (activities west of Hawaii, including Australia, Guam, Japan, Korea, Okinawa, and the Philippines), and ATLANTIC (Azores, Bermuda, Canada, Panama, Cuba, and Iceland).

29. **Priority.** Numeric indicator denoting the order in which PPP registrants are matched to vacancies.

➡ 30. **Priority Placement Support Branch (PPSB)-Dayton.** Operates the ASARS WEB and continually monitors the effectiveness, efficiency, and productivity of worldwide PPP activity. Provides services for registrations, referrals, and placements through the PPP to ensure conformance with procedures delineated in the PPP Operations Manual. ◀

31. **Program A.** The portion of the PPP that applies to employees affected by RIF, declination of a TOF, declination of a covered management reassignment out of the commuting area and return from overseas (including Panama Canal Commission employees eligible under Chapter 17). Program A is the foundational program within the PPP and its policies and procedures provide the framework for all other programs covered in this Manual.

32. **Program C.** The Air Force Status Quo Program.

33. **Program D.** The Army Military Technician Program.

34. **Program F.** The DA Family Member Placement Program.

35. **Program G.** The Reserve Component Military Technician Disability Program.

36. **Program K.** The Reserve Component Military Technician Employment Program.
37. **Program M.** The Defense Commissary Agency (DeCA) Family Member Placement Program
38. **Program R.** The DoD Retained Grade Placement Program.
39. **Program S.** The DoD Military Spouse Preference Program.
40. **Program Z.** The Defense Outplacement Referral System (DORS).
41. **Region.** One of ten broad geographic areas within the United States used for PPP registration and program administration purposes (see Chapter 7, Appendices B and D). Each Region consists of two or more states.
42. **Regional Coordinators.** Designated Component officials who assist the CARE Program and Component Coordinators in the proper operation of the PPP within specific geographical regions.
43. **Registering HRO.** A human resources office that is authorized to register employees in the PPP.
44. **Reserve Component Military Technicians.** Reserve component military technicians as defined in reference (f) include Military Reserve and National Guard members who are also Federal civilian employees and are required to maintain active military reserve or National Guard membership as a condition of employment. They provide administrative, training, and maintenance support on a full-time basis.
45. **Resume.** Individual registrant information that is sent to activities when a PPP match occurs.
46. **Temporary Employment Offer.** An offer of employment under a time-limited (including temporary and term) appointment.
47. **Valid Offer.** An offer of a full-time permanent DoD position that matches the series, grade, and location for which the individual is registered and well qualified. Additionally, there must be no significant changes in working conditions or conditions of employment. For employees whose work schedule is less than full-time, the work schedule of the offered position must equal or exceed the working hours of the individual's current position or the position last held prior to separation.
48. **Well Qualified.** Able to satisfactorily perform the duties of a position with orientation only and without extensive training.



## **CHAPTER 1**

### **APPENDIX A**

#### **PPP OPERATIONS MANUAL REVISION**

**A. REVISION PROCEDURES.** Revision of the PPP Operations Manual will be accomplished in accordance with the following instructions:

1. A Change Memorandum signed by the Civilian Assistance and Re-Employment (CARE) Division Chief will be used to distribute corrections, policy updates and procedural revisions. The change memoranda will be consecutively numbered within the Fiscal Year in which issued, e.g., the first Operations Manual (OM) change in Fiscal Year 1999 will be OM-FY99-1, the second OM-FY99-2.
2. New and revised pages will be attached to the Change Memorandum. (Pen and ink changes will not be made.) The date of the new or reissued page and the specific Change Memorandum will be documented in the upper left-hand corner of each new and revised page. Revisions will be annotated by the use of arrows at the beginning and end of revised text.
3. A Table of Changes and List of Revised Pages will be maintained for each Fiscal Year. Updated versions (for the relevant year) will be posted on the ASARS WEB subsequent to each Change Memorandum.
- ➡ 4. All revision packages will be transmitted through the ASARS WEB. (A “new message” and program revision list will preempt system log-on. The linked list will provide access to the specific program documents. Installation coordinators are accountable for reviewing and using the policy and operational guidance contained in these documents and for providing this information to the appropriate human resource managers.) The PPP Operations Manual file on the ASARS WEB will be revised as of the date of any transmittal. ◀

➡ **B. CARE RESPONSIBILITIES.** Revision of automated files will be accomplished as follows. The Priority Placement Support Branch, in coordination with the CPMS, Systems Support Branch-Dayton, will revise ASARS WEB files. The CARE Division Operations Coordinator will revise CPMS External Homepage files. ◀



(1) Employees who are registered under early registration procedures and resign prior to receipt of a specific RIF notice.

(2) Registrants who decline a valid offer during the early registration period. When specific separation notices are issued, these employees will be re-registered ONLY IF ENTITLED TO SEVERANCE PAY. When mandatorily re-registered, they will be limited to positions at their current grade and down two grades or pay levels for all DoD activities in the commuting area (see I.1. below). They may not expand their area of referral.

(3) Registrants who accept permanent positions in any Federal agency, service, or government corporation (e.g., US Postal Service, FDIC, TVA, etc.).

(4) Registrants who accept temporary or term positions in any Federal agency when PCS costs are reimbursed.

(5) Employees scheduled for furlough of 6 months or more who are placed, decline a valid offer, are otherwise deleted, or whose furlough terminates.

(6) Employees who accept a RIF CLG offer, as of the effective date of the position change. However, those employees who are in receipt of retained grade benefits, must be immediately registered in Program R (see Chapter 15).

➡ d. **Report Actions.** Using the procedures in Chapter 9, registering activities must immediately notify the Priority Placement Support Branch (PPSB) via the ASARS WEB of all placements, declinations, or other actions that serve to remove a registrant from the program. ⬅

## **E. REFERRAL PRIORITIES**

Eligible employees are registered and referred for placement using one of the three numerical priorities described below. These priorities are determined by the severity of the action that serves as the basis for registration eligibility. Employees who resign during the RIF notice period remain eligible based on the projected RIF action priority, unless they meet one of the conditions for termination of eligibility identified in D.2. above. Employees who are affected by simultaneous TOF and RIF actions are assigned the highest priority to which entitled. However, otherwise eligible registrants who decline a TOF but are separated through RIF under 5 CFR Part 351.302(e) (reference (e)) remain Priority 2 under the PPP. Employees receiving retained grade benefits are assigned either a Priority 2 or Priority 3 based on the total number of grades reduced, whether by initial downgrade or subsequent RIF demotions. Whenever there is an adjustment in the basic rate of pay for any pay system, the registering HRO must make appropriate changes to the priority of individuals registered due to declination of CLG offers

1. **Priority 1**

- a. Employees scheduled for RIF separation with no offer of continued employment.
- b. Employees involuntarily furloughed for 6 months or more.

2. **Priority 2**

- a. Employees scheduled for RIF demotion of two or more General Schedule (GS) grades or the equivalent, or employees facing separation based on declination of such an offer.
  - b. Employees who decline in writing a TOF or transfer of work outside their commuting area.
  - c. Employees not serving on a mobility agreement who decline offers of RIF reassignment or demotion outside the commuting area but within the same competitive area.
  - d. Employees scheduled for separation based on declination of a management directed reassignment outside the commuting area under the conditions in Section B.1.b.(7) above.
  - e. Employees scheduled for a reduction in work hours based on an offer of a part-time position (same or lower grade) made under or in lieu of RIF, or after declination of a TOF. The reduction in work hours must equate to a demotion of two or more GS grades, or equivalent.
  - f. Employees scheduled for demotion by RIF whose computed annual salary is less than the fourth step of GS-1.
  - g. Nondisplaced overseas employees successfully completing one or more overseas tours if the positions to which they have return rights are abolished and their return would initiate a RIF resulting in a separation or demotion at the U.S. activity.
  - h. Nondisplaced overseas employees successfully completing one or more overseas tours or those who are within 6 months of meeting the 5-year limitation on overseas employment with no return rights or with return rights to a lower grade. Employees in this category are referred as a Priority 2 to their own Component and a Priority 3 to all other Components.
  - i. Nondisplaced employees in Alaska and Hawaii who are serving under an employment agreement (may register for their own Component only).
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## **CHAPTER 7**

### **AUTOMATED STOPPER & REFERRAL SYSTEM (ASARS) REGISTRATION FORMAT CODING INSTRUCTIONS**

**References:** (a) DoD Activity Description Guide

#### **A. PURPOSE**

The purpose of this Chapter is to provide instructions for coding the Automated Stopper and Referral System (ASARS) Registration Format.

#### **B. REGISTRATION CODING INSTRUCTIONS**

Registration information is coded using the Data Elements that appear on the ASARS Registration Format. References to Data Elements will be used on Daily Reports and other data sent through the ASARS WEB. The sequence of the following coding instructions corresponds to the order in which the Data Elements are arranged on the ASARS Registration Format. However, you must refer to the applicable Chapters of this Manual for information on procedural requirements that govern specific coding decisions.

##### **1. "General Information" Data Elements**

- a. **SSN**. Enter the registrant's social security number.
- b. **REG ACT**. Enter the four-character code assigned to the registering activity. The last character **MUST** be "A."
- c. **LOC ACT**. Reserved for future use.
- d. **NAME**. Enter last name, first name, then middle initial of registrant, in that order. Leave a space between each entry and **DO NOT** use punctuation.
- e. **HRO POC**. Enter the last then first name of the individual point of contact (POC) at the registering human resources office (HRO) who should be contacted for information or offers.
- f. **HRO PHONE**. For the U.S., enter the HRO area code and commercial number. If DSN is available, enter a "D" and the-3 digit DSN exchange immediately after the commercial number (e.g., if the commercial phone number is (937)257-4991 and the DSN exchange is 787, enter "9372574991D787"). For overseas, enter the HRO commercial phone number. Do not use hyphens or spaces in this Data Element.

- g. **PROG.** Enter one of the following Program Codes:

<b><u>Code</u></b>	<b><u>Program</u></b>
A	Primary program of the PPP; applies to displaced employees, nondisplaced overseas employees, eligible family member employees, and certain employees of the Panama Canal Commission
C	Air Force Status Quo Program
D	Army Military Technician Program
F	Army Family Member Program
G	Reserve Component Military Technician Disability Placement
K	National Guard Technician Employment Program
M	Defense Commissary Agency Family Member Placement Program
R	DoD Retained Grade Placement Program
S	Military Spouse Preference Program
Z	Defense Outplacement Referral System (DORS)

h. **PRIORITY.** Indicates the registrant's referral priority. Leave blank for Program Z. For all other programs, enter Priority "1", "2", or "3" as required.

i. **MISC.** This two-character space is for optional use by the registering activity for individual tracking or other miscellaneous identification .

## 2. **"Personal Data" Data Elements**

a. **ADDRESS.** Enter registrant's current street or mailing address. Abbreviations may be used. This Data Element may be left blank for registration of employees residing outside the U.S.

b. **CITY.** Leave blank for registrants residing outside the U. S.

c. **STATE.** Enter the State or Country Code (see Appendices C and D).

d. **ZIP.** If overseas, enter APO/FPO number.

e. **PHONE.** For the U.S., enter registrant's area code and commercial number. For overseas, enter the registrant's commercial phone number. Do not use hyphens or spaces.

f. **COMPONENT.** Enter appropriate code of present or last DoD employer. Refer to the Component Code table in Appendix E.

(1) **PG.** Enter the appropriate pay group, except use GS in lieu of GM, WG in lieu of XF, WL in lieu of XG, and WS in lieu of XH. Registration may be for GS, WG and WL (Grade 15 and below), WS (Grade 19 and below), and special Federal Wage System pay groups (e.g., WD, WJ, WK, etc.) with the applicable grade levels. When registering for AD, WB and WT positions, enter the appropriate pay plan and series and double zeros ("00") for the grades.

(2) **SERIES.** Enter occupational series from left to right beginning in the first space and leave unused spaces blank. The following special/generic skill identifiers may be used:

<b><u>Special Skill Identifier</u></b>	<b><u>Positions Covered</u></b>
GS-300	General Clerical and Administrative Support, Grades 1-4
WG-00000	General Wage Grade, Grades 1-4
WG-01111	General Trades Helper, WG-5 only (see Appendix F for series not covered)

(3) **OP 1-2.** Enter up to two option codes per skill line, if appropriate. Refer to Chapter 10 for a list of authorized option codes and instructions.

(4) **HI.** Enter the registrant's highest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB or AD, the grade must be "00."

(5) **LO.** Enter the registrant's lowest registration grade. If the grade is lower than 10, a zero must precede the number. If the pay group is WT, WB or AD, the grade must be "00."

(6) **EX.** Enter the amount of experience in years for each skill. If the total is less than 10 years, a zero must precede the number. Six months or more is counted as a full year. Enter the total as follows:

(a) For GS skills, enter the total number of years of creditable specialized experience. If the registrant has less than 6 months specialized experience in the skill, leave these spaces blank.

(b) For WG skills, enter the total number of years the registrant actually held a Federal position in that series. If the registrant has never held the WG position, or if the registrant held the position for less than 6 months, leave blank.

(7) **HD.** Enter the highest permanent grade held by the registrant in the specific series WITHIN THE FEDERAL SERVICE. Leave blank if the registrant has

never held a FEDERAL position in the series. Grades lower than 10 must be preceded by a zero.

c. **AWARDS**. Enter “Y” for “Yes” or “N” for “No” to indicate awards received during the past 10 years which are pertinent to the qualifications for registered position(s). When a “Y” is entered, show the awards and dates of awards in the “Employee Information/Special Qualifications” Data Elements (e.g., QSI 95, SSP 96).

d. **EMPLOYEE INFORMATION/SPECIAL QUALIFICATIONS**. Enter pertinent information or special qualifications such as licenses (e.g., Commercial Drivers License, Wastewater Treatment Plant Operator’s License, etc.), training, awards, ratings, certificates, etc., related to positions for which employee is registering. DO NOT USE COMMAS OR QUOTATION MARKS in either of these lines.

## 7. **“Area of Referral” Data Elements**

➡ The DoD Activity Description Guide (reference (a)) is available via the ASARS WEB, contains descriptions of DoD activities by assigned Activity Codes and by state, region, zone, and overseas theater. It also includes an index of activities in both alphabetical and numerical order, a table of activities listed by labor market areas, and a list of “pseudo” activity codes that have been assigned to overseas countries that have DoD employees but no coded activities. This information is used to assist in counseling and registering employees in the PPP. ⬅

### a. **General Instructions**

(1) Exercise caution in coding the area of referral to avoid duplication resulting from the selection of zone(s), region(s), state(s), and individual activities that are included in the same geographical area. For example, entering “3” in the “Zone” Data Element and “OH” in the “States” Data Element is a duplication, since Ohio is in Zone 3. Likewise, entering “CA” in the “States” Data Element and the code of an activity in California in the “Activities” Data Element is a duplication. Duplication of the geographic area results in rejection of the registration by the data system.

(2) Registration for Alaska, Hawaii, and Puerto Rico is accomplished by selecting individual activities or by entering AK, HI, or RQ in the “States” Data Elements. Registration for Zone 4 or the San Francisco Region DOES NOT provide referral to activities in Alaska or Hawaii, nor does registration for Zone 2 or the Atlanta Region provide referral to activities in Puerto Rico.

b. **ZONE**. As appropriate, enter one or more of the following codes for referral to all DoD activities in each selected zone (except as indicated in B.7.a.(2) above):



<u>Code</u>	<u>Description</u>
1	Boston, Philadelphia, and New York Regions, including the Washington D.C. metropolitan area
2	Atlanta and Dallas Regions
3	Chicago and St. Louis Regions
4	Seattle, San Francisco, and Denver Regions

c. **REGION**. As appropriate, enter one or more of the two-character codes from Appendix D for referral to all DoD activities in each selected Region.

d. **STATES**. Up to 28 states may be selected using the codes in Appendix D.

e. **REFERRING COMPONENT**. To limit referral to a single component (must be the registrant's own component), enter the appropriate Component Code from Appendix E; otherwise, leave blank. This cannot be used for mandatory registrants who are registered solely for their commuting area.

f. **ACTIVITIES**. Entries in this data element provide referral to individual activities. Complete as follows:

(1) Up to 40 four-character activity codes may be selected.

(2) Enter the Activity Codes WITHOUT skipping spaces between entries.

(3) Overseas registrants who desire PPP referral within the overseas theater must enter individual activity codes. The "Countries" Data Element is coded only for DORS referral and does not provide PPP referral.

g. **COUNTRIES**. FOR DORS REFERRAL ONLY. Enter up to 20 country codes from Appendix C for voluntary referral to overseas locations. Only Program A and Z registrations may have entries in this Data Element.

h. **PRIV-REGION**. Allows a broad area for private sector referral. Enter an appropriate two-digit code from Appendix G. If the registrant desires consideration only in specific cities and/or states, enter "00" here and specify choices in the "Private Sector City/State" Data Elements.

j. **PRIV-CITY/STATE**. Individuals may register for private sector referral in up to two cities or states. A city identified in the "City" Data Element must be within the state identified in the "State" Data Element on the same line. These locations do not have to be in the region chosen in the "Priv Region" Data Element. State Codes may be entered in the "State" Data Element without entering cities. State Codes are listed in Appendix D.

8. **APPROVING OFFICIAL.** If the registration required an exception to standard PPP policy, enter one of the following codes to indicate PPP Coordinator approval:

<b><u>Code</u></b>	<b><u>Approval Level</u></b>
Z	CARE Program Coordinator
C	Component Coordinator
R	Regional Coordinator

### **C. FILE MAINTENANCE INSTRUCTIONS**

1. The Social Security Number, Program Code, and Registering Activity Code cannot be changed by file maintenance (an exception for changing the Registering Activity Code for the "S" Program only, is contained in the ASARS Version 5 Manual). To change any of these Data Elements, delete the registration by submitting Report Action Code 11 ("Removal-CPO Request") and enter a new, correctly coded ASARS Registration Format through the ASARS WEB.

2. **File Maintenance through the ASARS WEB.** Changes, additions, and deletions to active registrations are effected by submitting file maintenance through the ASARS WEB following the instructions contained in the ASARS Version 5 Manual.

d. **Deletion.** To delete a Data Element, place an asterisk (\*) in the first space of the Data Element to be deleted. This will delete the entire line entry.

3. HROs should obtain the registrant's initials on file maintenance hard copies.

### **D. REGISTRANT AND HRO CERTIFICATION**

Upon completion of registration or file maintenance, a printed copy of the ASARS Registration Format should be signed by the registrant and by a representative of the registering HRO and filed in the activity's employee registration file. A copy of the registration data accepted by the Priority Placement Support Branch (PPSB) must be provided to the registrant. When an employee is at a location remote from the registering activity and it is difficult to obtain a signature, the employee's signature may be omitted and a note to this effect entered on the registration.

### **E. DAILY REPORTS**

The ASARS WEB Daily Report contains data processed for the previous five cycle days. Any data sent to the PPSB through the ASARS WEB is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that registration and file maintenance data submitted the previous day was received and processed. Any changes made by PPSB must be added to the activity's database to ensure the activity's file mirrors the PPSB data file.



## ADDING A NEW REGISTRATION

SSN XXX-XX-XXXX

REGISTERING ACTIVITY XXX-A

NAME (Last, First, MI) .....

CPO POC (Last, First, MI) .....

CPO PHONE (No punctuation) .....

PROGRAM .....

PRIORITY .....

ADDRESS .....

CITY .....

STATE .....

ZIP .....

TELEPHONE (No punctuation) .....

COMPONENT .....

SEPARATION DATE .....

RELEASE DATE .....

CURRENT POSITION:

PG .....

SERIES .....

GRADE .....

JOB TITLE .....

SALARY .....

SECURITY CLEARANCE .....

TENURE GROUP .....

SERVICE COMPUTATION DATE .....

OVERSEAS COUNTRY .....

RETURN RIGHTS .....

RETURN RIGHTS FROM .....

RETAINED GRADE .....

APPOINTMENT ELIGIBILITY .....

EXCEPTED SERVICE .....

VSIP .....

TEMPORARY .....

PART TIME .....

INTERMITTENT ..... ☐ YES ☐ NO

SEASONAL ..... ☐ YES ☐ NO

SUPERVISORY ..... ☐ YES ☐ NO

DEFENSE ACQUISITION

NON-DOD, OVERSEAS OR BOTH

PRIVATE SECTOR ..... ☐ YES ☐ NO

RESERVE TECHNICIAN ..... ☐ YES ☐ NO

BASE CLOSURE ..... ☐ YES ☐ NO

EDUCATION:

EDUCATION CODE .....

DEGREE CODE .....

MAJOR .....

JOB EXPERIENCE

EXPERIENCE 1:

FROM DATE (YYMM) .....

TO DATE (YYMM) .....

JOB TITLE .....

EXPERIENCE 2:

FROM DATE (YYMM) .....

TO DATE (YYMM) .....

JOB TITLE .....

EXPERIENCE 3:

FROM DATE (YYMM) .....

TO DATE (YYMM) .....

JOB TITLE .....

SKILLS								
	PAY GROUP	SERIES	OPTION	OPTION	HI GRADE	LO GRADE	EXPR	HI HELD
SKILL 1								
SKILL 2								
SKILL 3								
SKILL 4								
SKILL 5								

AWARDS ..... ☐ YES ☐ NO

SPECIAL QUALIFICATIONS:

QUALIFICATION 1 .....   
 QUALIFICATION 2 .....   
 ZONE .....     
 REGION .....    
 STATES .....   
 AOR COMPONENT .....

ACTIVITIES									

COUNTRIES .....

PRIVATE SECTOR:

REGION CODE .....   
 CITY 1 .....   
 STATE 1 .....

CITY 2 .....	<input type="text"/>
STATE 2 .....	<input type="text"/>
APPROVING OFFICIAL .....	<input type="text"/>

**Submit This Registration Now**

**Submit This Registration For Mass Input**

**Delete**



**CHAPTER 8**  
**AUTOMATED STOPPER AND REFERRAL SYSTEM (ASARS)**  
**PROCEDURES**

**References:** (a) DoD Activity Description Guide

**A. PURPOSE**

The purpose of this Chapter is to prescribe procedures for requisitioning the Automated Stopper and Referral System (ASARS), which consists of two elements: the Automated Stopper, through which activities must match positions that are subject to the PPP; and the Automated Referral System, which may be used as a recruitment source whenever the Automated Stopper is clear.

**B. AUTOMATED STOPPER PROCEDURES**

**1. Requisitioning**

➡ a. Requisitions for positions that are subject to ASARS (see Chapter 4) must be submitted to the Priority Placement Support Branch (PPSB)-Dayton through ASARS WEB. Requisitions received by 10:00 p.m. Eastern Standard Time/Eastern Daylight Time are processed so that any matched referral resumes or unmatched notifications are available the following day. ◀

b. On any given day, activities may not issue an in-service referral list or commit a position from any other selection source before downloading and clearing available resumes through ASARS, as appropriate.

➡ c. When clearing positions, activities must submit a requisition through the ASARS WEB using the ASARS Requisition Format (see Appendix A). Requisitions remain active for 90 days and a notice of expiration is sent after 60 days. As an exception, Voluntary Separation Incentive Pay (VSIP) Phase II requisitions with Referral Codes V and X remain active for 12 months with an expiration notice sent after 11 months. Coding instructions for each item of the ASARS Requisition Format are as follows: ◀

**(1) Requisition Control Number**

(a) Activities should use a locally developed control number to identify each requisition. The number may consist of up to seven alpha or numeric characters, or a combination of both, but must not include the alpha "O" character. A DIFFERENT CONTROL NUMBER MUST BE ASSIGNED TO EACH REQUISITION. The system will reject duplicate control numbers.

(b) **Alaska (AK), Hawaii (HI), Puerto Rico (RQ).** Activities requisitioning to fill positions in AK, HI, and RQ who anticipate filling the positions from within the specific state or commonwealth must enter a pound sign (#) in the FIRST space of the requisition control number. This will result in the referral of only those registrants who have an entry in the "Return Rights AK-HI-RQ" Data Element of the ASARS Registration Format. If an activity in AK, HI, or RQ clears the PPP using a requisition with the pound sign (#) and subsequently selects a candidate from outside the state or commonwealth, a commitment could not be made until the activity completes an ASARS reconstruction in accordance with Chapter 4, Section E.

➡ (2) **Requisitioning Activity.** Enter the requisitioning activity's "A" code as listed in the DoD Activity Description Guide (reference (a)), which is available via the ASARS WEB. ⬅

(3) **Component Code.** Enter the code of the DoD Component that owns the position (see Chapter 7, Appendix E). This will not necessarily be the same DoD Component as that of the requisitioning activity.

(4) **Number of Vacancies.** Enter the number of vacancies. If the requisition is for more than one vacancy, the positions must be identical, i.e., same pay group, series, grade, options (if any), and duty location.

(5) **Pay System, Series, Grade**

(a) **Pay System.** Enter the appropriate pay system.

(b) **Series.** Enter the specific series. DO NOT enter special skill identifiers, e.g. GS-300, WG-00000, or WG-01111.

(c) **Grade.** Enter the grade and precede with a zero if less than 10. If requisitioning for WT, WB, or AD, enter "00."

(6) **Options.** If appropriate, enter code(s) from Chapter 10, Appendix A.

(7) **Remote Activity.**

(a) Complete only when requisitioning for positions outside the commuting area of the requisitioning activity. If the position is located at a coded activity (i.e., located at an activity with own activity code or co-located with some other coded activity) that code should be entered. If the location is uncoded, use the code of an activity in the commuting area, if available. When there is more than one coded activity in the commuting area, use the code of an activity from the same component, if available. If there are no coded activities in the commuting area, follow the procedures in (8)(a) below. When an Activity Code is entered in these spaces, the State Code must be left blank.



(b) When requisitioning for positions located outside the U.S. in countries where there are no coded DoD activities, use the appropriate “pseudo” Activity Code from the DoD Activity Description Guide (reference (a)).

(8) **Remote State/Country Code**

(a) **State.** If the vacancy is at an uncoded activity in a commuting area with no coded activities, enter the code for the state in which the vacancy is located.

(b) **Country.** Country Codes may be used only for DORS referral as described in section C.2. below.

(9) **Referral/Alter/Cancel Code**

(a) **Referral Codes.** A Referral Code is used on the initial requisition to indicate the type of referrals needed based on how the activity anticipates filling the vacancy. Care must be used when selecting a Referral Code since an inappropriate choice may result in failure to properly consider a priority registrant. Only one Referral Code can be used for each requisition; it may NOT be changed during the life of the requisition. Erroneous Referral Codes require cancellation and resubmission of the requisition and/or reconstruction of the action. Enter one of the following:

1 **Referral Code A.** Refers Priority 1, 2, and 3 registrants and is appropriate if planning to fill a position from outside the DoD Component.

2 **Referral Code P.** Refers Priority 1 and 2 registrants only and is appropriate if planning to fill a position within the DoD Component using non-competitive procedures.

3 **Referral Code M.** Refers all Priority 1, 2, and 3 registrants available for Reserve Component Military Technician positions.

4 **Referral Code S.** Refers Priority 1, 2, and military spouse Priority 3 registrants and is appropriate if filling a position through competitive procedures.

5 **Referral Code U.** Refers Priority 1, 2, 3 and DORS registrants and is only appropriate for hard-to-fill positions located in the U.S.

6 **Referral Code D.** Refers all Priority 1, 2, and 3 registrants and is only appropriate if filling commissary-unique positions at Defense Commissary Agency (DeCA) operating locations.

7 **Referral Code V.** Refers registrants eligible for the Voluntary Separation Incentive Pay (VSIP) Phase II Program who are currently employed at the grade for which the requisition is submitted.

**8 Referral Code X.** Refers all eligible VSIP Phase II Program registrants who are registered for the grade for which the requisition is submitted.

(b) **Alter/Cancel Codes.**

**1 Alter Codes.** Alter Codes are used to change a requisition under the following circumstances:

**a Alter Code C.** Use this code to extend a requisition which has already been active for 60-90 days. Submitting this code extends matching for an additional 90 days. VSIP Phase II requisitions submitted with Referral Codes V or X are extended for an additional 12 months.

**b Alter Code I.** This code increases the number of vacancies on an active requisition and initiates a new 90-day requisition period. Enter the number of positions TO BE ADDED to the requisition in "Number of Vacancies." Keep complete audit trail documentation on each individual position. The number of vacancies MAY NOT be decreased using an Alter Code. The number is decreased only when resumes are returned with Report Action Codes 14, 16, 17, 18, 19, 20 or 41 showing that a position was properly filled.

**2 Cancel Codes.** The codes listed below are used to cancel a requisition. An ASARS Requisition Format must be submitted through the ASARS WEB, with the appropriate cancel code, the original Requisition Control Number and the Requisitioning Activity Code. The Cancel Codes are as follows:

**a Cancel Code F.** Use to cancel a requisition when the position has been filled or an in-service referral list has been issued.

**b Cancel Code N.** Use in either of the following circumstances:

(a) The position will not be filled. If there are outstanding resumes, first obtain CARE Program Coordinator approval and then return the resumes using the appropriate report action codes and an appropriate narrative explanation.

(b) The requisition contained incorrect data (e.g., wrong series or grade). Cancel with code N and, after obtaining CARE Program Coordinator approval, submit Report Action Code 39 to clear outstanding resumes. Then re-requisition with a new Requisition Control Number. However, if more than 3 workdays have passed since the initial requisition, the requisition must be canceled, report actions submitted, and a reconstruction requested from PPSB. When there are outstanding resumes, the activity must obtain CARE Program Coordinator approval before using this code.

c. **Cancel Code K.** Use when no resumes are referred and the position is either canceled or filled through other means.

(10) **Temporary Only.** Enter "Y" if the position is being filled via a temporary or term action or "N" if it is not.

(11) **Part-Time Position.** Enter "Y" if the position is part-time or "N" if it is not.

(12) **Intermittent Position.** Enter "Y" if the position is intermittent or "N" if it is not.

(13) **Seasonal Position.** Enter "Y" if the position is seasonal or "N" if it is not.

(14) **Supervisory Position.** Enter "Y" if the position is supervisory or "N" if it is not.

(15) **Defense Acquisition.** Enter "Y" if the position is subject to Defense Acquisition Workforce Improvement Act (DAWIA) requirements or "N" if it is not. This coding will be used for tracking purposes only. All individuals registered for the position will be referred and the gaining activity must determine eligibility using the procedures in Chapter 3, Section G.6.

(16) **Closure.** Enter "Y" if the position is located at an activity that has been formally announced for closure or "N" if the activity has not been announced for closure. All registrants will be referred and the gaining activity will determine whether offers are required using the procedures in Chapter 4, Section D.16.

(17) **One Time Clearing.** Enter a "Y" for positions requiring one-time matching. The requisition is then automatically canceled by the computer. This code is only appropriate when the position is being filled immediately (e.g., extending a temporary action, management reassignment, reinstatement) or when the activity is prepared to issue an in-service referral list from an open continuous announcement. Misuse of this code may result in a program violation and directed placement action.

➡ 2. **Matching and Referral.** Supporting personnel offices must sign on to the ASARS WEB each workday to download available resumes and E-mail messages. Matching resumes are referred through the ASARS WEB. If the number of P1 and/or P2 resumes referred is less than the number of vacancies on the requisition, matching automatically continues until the resumes equal or exceed the number of vacancies or the requisition is canceled. On initial requisition, the following conditions apply:

a. **No Resumes Referred.** Daily matching continues until resumes are issued or requisition is closed.



- b. **Only P1 and/or P2 Resumes Referred.** Requisition remains active but on hold for 14 calendar days or until all resumes are cleared by report action.
- c. **Only P3 Resumes Referred.** Daily matching until P1 or P2 resumes are referred (in which case, see P1/P2 above) or, if no P1/P2s are referred, until the requisition is closed.
- d. **P1, P2, And P3 Resumes Referred.** Requisition remains active but on hold for 14 calendar days or until all P1 and P2 resumes are cleared by report action.
- e. Daily matching continues until the total number of P1 and P2 referrals equals or exceeds the number of vacancies entered on the requisition.
- f. If report actions reduce the number of outstanding P1/P2 referrals to less than the number of vacancies, daily matching again occurs. As long as outstanding P1 or P2 resumes equal or exceed the number of vacancies, no new referrals are issued until 14 calendar days pass from initial requisition. At that time, the computer matches and refers ALL new P1 and P2 resumes regardless of the number already received. However, once a P3 resume is issued, no new P3s are referred until the beginning of a new 14-day cycle. If the total number of ALL outstanding resumes reaches or exceeds 25, no new P3 resumes are referred.
- g. **Example of Referral/Recycle Process.** In this example, an activity requisitions for 4 vacancies and initially receives 9 resumes as follows: 3 P1s, 1 P2, and 5 P3s. Since the number of P1/P2 resumes equals the number of vacancies, the requisition is put on hold and matching is suspended. Four days before the 14-day recycle, the activity submits report actions to clear 2 unqualified P1 registrants. There are now only 2 outstanding P1/P2 resumes, which is less than the number of vacancies (4). The computer automatically resumes daily matching. Two new P1/P2 resumes are referred the next day. The requisition is again placed on hold. The requisition recycles on the 14th day from the initial requisition regardless of the number of resumes already referred and, as a minimum, refers all new P1 and P2 registrants that are available..
- h. Requisitions, except those coded for "One Time Clearing," remain active until canceled by the requisitioning office or PPSB-Dayton.

➡ 3. **Requisition Notice.** Notices are sent through the ASARS WEB 60 days after a requisition is submitted if the requisition has not been closed by that time. VSIP Phase II requisition notices are sent during the 11th month. In either case, if no action is taken within the next 30 days, the computer cancels the requisition. ⬅

4. **Automatic Requisition Cancellation.** Under certain conditions, requisitions are automatically canceled by the data system. However, all outstanding resumes must still be returned with appropriate report action codes. Automatic cancellation occurs when:

a. Report Action Codes 14, 16, 17, 18, 19, 20, or 41 are submitted in sufficient numbers to equal the number of vacancies; or

b. The requisitioning activity fails to extend a requisition within 30 days of receipt of an overdue requisition notice.

5. **Error Reports.** If there is a problem with data on a requisition, the computer generates an error report through the ASARS WEB daily download resume file. The error report explains the problem and prompts the activity to correct and resubmit the requisition.

6. **Reconstruction.** Activities failing to properly clear positions must contact PPSB-Dayton for ASARS reconstruction using the procedures in Chapter 4, Section E.

### **C. AUTOMATED REFERRAL SYSTEM (DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)) PROCEDURES**

The voluntary Automated Referral System may be used at any time to access DORS registrants. However, commitments to individuals referred through this system may only be made while the Automated Stopper is clear. Requisitions are matched once against active registrants in DORS and then automatically canceled. Different Referral Codes are used depending on whether the position is located in the U.S. or overseas. Submit Automated Referral System requisitions in accordance with paragraph B.1.c. above with the following modifications:

1. **Remote Activity.** Always leave blank.

2. **Remote State/Country Code.** Use a State Code (Chapter 7, Appendix D) if the position is located outside the state of the requisitioning activity. Use a Country Code (Chapter 7, Appendix C) if the position is overseas. When a State Code is used, enter a "Z" in the Referral Code block. When using a Country Code, enter a "B" as the Referral Code.

3. **Referral/Alter/Cancel Code**

a. **Referral Code Z.** Refers DORS registrants for positions located in the U.S. and Puerto Rico.

b. **Referral Code B.** Refers DORS registrants for positions located overseas.

c. **Referral Code Y.** Refers DORS registrants from within the same DoD Component.

d. **Alter/Cancel Codes.** Do not use.

4. **One Time Clearing.** Leave blank.

**F. DAILY REPORTS**

➡ The ASARS WEB Daily Report contains data processed for the previous five cycle days. Any data sent to the PPSB through the ASARS WEB is reflected the following day in the activity's Daily Report. Activities **MUST** review their Daily Report each day to ensure that requisition data submitted the previous day was received and processed. ⬅

**CHAPTER 8**

**APPENDIX A**

**ASARS REQUISITION FORMAT**

**REQUISITION**

REQUISITION CONTROL NUMBER

REQUISITIONING ACTIVITY .....

COMPONENT.....

NUMBER OF VACANCIES .....

PAY GROUP .....

SERIES.....

GRADE .....

OPTION 1 .....

OPTION 2 .....

REMOTE ACTIVITY .....

REMOTE STATE/COUNTRY.....

REFERRAL CODE .....

TEMPORARY ACTION ..... ☐ YES ☐ NO

PART TIME POSITION ..... ☐ YES ☐ NO

INTERMITTENT POSITION..... ☐ YES ☐ NO

SEASONAL POSITION ..... ☐ YES ☐ NO

SUPERVISORY POSITION..... ☐ YES ☐ NO

DEFENSE ACQUISITION ..... ☐ YES ☐ NO

BASE CLOSURE ..... ☐ YES ☐ NO

ONE-TIME CLEARING..... ☐ YES ☐ NO

Submit This Requisition





## **CHAPTER 9**

### **REPORT ACTIONS**

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## **CHAPTER 9**

### **REPORT ACTIONS**

#### **A. PURPOSE**

The purpose of this Chapter is to provide instructions on the proper use of report actions, which are required in the DoD Priority Placement Program (PPP) when terminating registrations or documenting the disposition of referrals.

#### **B. REGISTERING/RELEASING ACTIVITY REPORT ACTIONS**

Using the format at Appendix B, registering (i.e., releasing) activities must submit appropriate Report Action Codes from Appendix A to terminate PPP registrations. Placement in a non-DoD Federal agency, service, or corporation should be documented using the appropriate agency code from Appendix E. Delays in submitting report actions may result in unnecessary referrals.

#### **C. GAINING ACTIVITY REPORT ACTIONS**

1. Gaining activities must use the Report Action Codes in Appendix C to document the action taken with regard to each referral resume issued. These codes should be submitted promptly using the format at Appendix D and the individual 8-digit serial number assigned to each resume.

2. When a registering activity submits a releasing report action (Codes 02 through 12) to delete a registration, the data system automatically generates a Report Action Code 44 to clear all resumes on which that registrant has been referred. Notification that the registrant is no longer available will be included in the daily resume download file for each activity to which the registrant has been referred. In this case, the gaining activity is not required to submit a separate report action. However, the resume must be clearly annotated to indicate that no further action was necessary. If an activity intentionally delays processing on-hand resumes due to anticipated Report Action Code 44 transactions, the automatic clearing process may be suspended for that activity.

#### **D. OVERDUE RESUME REPORT ACTIONS**

Resumes remain outstanding until appropriate Report Action Codes have been submitted. Outstanding referral resumes may be downloaded at any time using the procedures outlined in the ASARS software instructions.

#### **E. OVERDUE REGISTRANT REPORT ACTIONS**

Gaining activities cannot delete a registrant from the PPP. Upon submission of Report Action Codes 14, 15, 21, 23, 24, or 25, the automated system anticipates a corresponding report action from the registering activity. The following day, a notice appears on the activity's Daily Report advising that an appropriate report action may be required to delete the registration.

#### **F. DAILY REPORTS**

➡ The ASARS WEB Daily Report contains data processed for the previous five cycle days. Any data sent to the PPSB through the ASARS WEB is reflected the following day in the activity's Daily Report. Activities MUST review their Daily Report each day to ensure that Report Action data submitted the previous day was received and processed. ⬅

**CHAPTER 9**

**APPENDIX B**



# **RELEASING REPORT ACTION**

---

**REGISTERING ACTIVITY:**

**SSN:**

**REPORT ACTION:**

**PG:**

**SERIES:**

**GRADE:**

**GAINING ACTIVITY:**

**COMMUTING AREA:**

**Submit This Releasing Action**





**CHAPTER 9**

**APPENDIX D**



# GAINING REPORT ACTION

---

**REQUISITIONING  
ACTIVITY:**

**SERIAL/CONTROL  
NUMBER:**

**NAME:**

**REPORT ACTION**

**EXPLANATION**

**Gaining Action**







**CHAPTER 9**

**APPENDIX E**

**NON-DOD FEDERAL AGENCY/SERVICE/CORPORATION CODES**

<b><u>Agency/Service/Corporation</u></b>	<b><u>Code</u></b>
Atomic Energy Commission	AE
Department of Agriculture	AG
Soil Conservation Service	SC
Forest Service	FS
Department of Commerce	CM
Department of Education	ED
Department of Energy	DN
Bonneville Power Administration	BA
Department of Health & Human Services	HE
National Institutes of Health	NI
Social Security Administration	SA
Department of Housing & Urban Development	HU
Department of Interior	IN
National Park Service	NP
Bureau of Indian Affairs	BI
Bureau of Land Management	BL
Department of Justice	DJ
Bureau of Prisons	BP
Federal Bureau of Investigation	FB
Immigration & Naturalization Service	IM
Department of Labor	DL
Department of State	ST
Department of Transportation	TD
Federal Aviation Administration	FA
Federal Highway Administration	FH
U.S. Coast Guard	CG



<u>Agency/Service/Corporation</u>	<u>Code</u>
Department of Treasury	TR
Internal Revenue Service	IR
U.S. Customs Service	CT
U.S. Mint	MT
Department of Veterans Affairs	VA
Equal Employment Opportunity Commission	EO
Federal Communications Commission	FC
Federal Deposit Insurance Corporation	FD
Federal Trade Commission	FT
General Accounting Office	LG
General Services Administration	GS
Government Printing Office	LP
Interstate Commerce Commission	IC
Library of Congress	LC
National Aeronautics & Space Administration	NN
National Labor Relations Board	NL
Office of Economic Opportunity	OE
Office of Personnel Management	CS
U.S. Postal Service	PO
Selective Service System	SS
Small Business Administration	SB
Tennessee Valley Authority	TV
U.S. Information Agency	IA
Other Federal Agencies	OA



**CHAPTER 12**

**APPENDIX A**

**DEFENSE OUTPLACEMENT REFERRAL SYSTEM (DORS)**  
**COUNSELING CHECKLIST**

During the registration counseling session, the following information must be discussed with each eligible individual who is registering in DORS. After completion of the counseling, the registrant and counselor must sign and date the checklist, which becomes part of the registrant's DORS file.

I UNDERSTAND THAT:

\_\_\_ DORS is a voluntary referral program for both the registrant and the potential employer.

\_\_\_ Spouses of DoD employees who are currently registered in DORS through Programs A or Z may also register in DORS. This includes spouses who have never worked for the Federal government.

\_\_\_ Unlike other programs within the DoD Priority Placement Program (PPP), DORS is not a mandatory placement program.

\_\_\_ Performance and conduct of DORS registrants must be satisfactory or better.

\_\_\_ Registrants must be available to report for duty within 2 to 4 weeks of acceptance of an offer. If currently overseas, registrants must be available to report for duty within 6 weeks of acceptance.

\_\_\_ Registrants are referred to the Department of Defense, non-DoD Federal agencies, and the private sector.

\_\_\_ Geographic area of referral is unrestricted; however, payment of moving expenses is not guaranteed.

\_\_\_ Registration is permitted for up to 5 skills for which qualified. However, only the first 3 different series are referred to non-DoD employers.

\_\_\_ Declination of offers under DORS does not result in removal from the program.

## CHECKLIST (CONTINUED)

\_\_\_ Acceptance of any DoD position allows continued registration in DORS. Acceptance of an offer with another Federal agency or the private sector employer terminates eligibility.

\_\_\_ Registration data provided to prospective employers includes name, address, home telephone number, education level, current position, grade level, and experience. This data must be kept current by informing the HRO of any changes.

\_\_\_ Registrants should have a current employment application and/or resume available for prospective employers.

\_\_\_ Registrants should respond within 4 calendar days to any offer of employment.

➡ Privacy Act Statement - Section 1301, 3301, and 3304 of Title 5 of the U.S. Code authorizes the collection and use of the information on the Automated Stopper and Referral System (ASARS) Registration Format and the ASARS WEB. We must have your Social Security Account Number (SSAN) to identify your record because other registrants may have the same name. Information on your experience, education, training and self-development efforts, awards, and special qualifications is necessary to evaluate you along with other candidates for positions for which you might be referred through the Defense Outplacement Referral System (DORS). Information is given upon request to DoD activities and also to Federal, state and local agencies, and the private sector. Giving us your SSAN or any other information is voluntary. However, we cannot process your registration if you do not provide the requested information. This completed format becomes a part of the DORS registration package which may be reviewed in either administrative or judicial proceedings. ⬅

---

Registrant Signature

Date

---

HRO Signature

Date

**MAY BE REPRODUCED LOCALLY**

6. **Extending Registration.** Registering human resource offices (HROs) and individual registrants are notified by a Registration Update Notification 11 months after registration or the last file maintenance. For extending the registration, the HRO should review the data to verify continued eligibility and update registration Data Elements as necessary. Any file maintenance received and processed by PPSB-Dayton extends the registration for one year. However, if no changes in registration data are submitted during the year, Option 2 ("EXTEND S/Z REGISTRATION") of the ASARS REGISTRATION MENU must be used to extend the registration. This option may only be used within 30 days prior to the scheduled release from Program S.

➡ 7. **Change in Registering Activity.** To change the registering activity of an active Program S registrant on the ASARS WEB, a new registration must be input. Once the new registration is submitted to the ASARS WEB, the ASARS system generates a Report Action 31 to close out the old registration. ◀

#### **F. GAINING ACTIVITY PROCEDURES.**

1. Eligible Program S registrants receive employment consideration in two ways:

a. **Competitive Procedures.** When referred through Program S for positions being filled competitively, registrants are entitled to spouse preference if they rank as best qualified (BQ) under the activity's crediting plan. If all Priority 1 and 2 resumes have been cleared, offers to BQ military spouses are mandatory. When more than one BQ military spouse is referred, selections from the group may be made in any order. Activities filling positions through competitive procedures must:

(1) Requisition using Referral Code "S," "A," or "U" (see Chapter 8) and consider all spouses referred through Program S by the closing date of the announcement or, when certification is from existing registers or computerized referral lists, by an equivalent documented date. Priority 1 and 2 resumes received before and after the "closing" date must be cleared before an in-service referral list may be issued;

(2) Request an employment application and performance appraisal from the registering activity for each eligible military spouse; and

(3) Rate and rank military spouses along with other candidates each time they are referred through Program S for consideration under competitive procedures. This is required even for spouses who were determined not BQ on prior referrals.

b. **Noncompetitive Procedures.** When referred through Program S for positions being filled noncompetitively, military spouses must be considered in the same manner as other Priority 3 referrals except as specified in F.2. below.

2. **Alternate Recruitment Sources.** Provided that all other Priority 1, 2 and 3 resumes have been appropriately cleared in accordance with Chapter 4, Priority 3 military spouse referrals do not preclude the activity from filling a position using one of the following alternate sources:

- a. Appointment of a 30% disabled veteran;
- b. VRA appointment;
- c. Transfer, reassignment, or change to lower grade;
- d. Placement to correct an EEO deficiency;
- e. Placement of a handicapped individual; or
- f. Placement of an employee returning from an overseas tour of duty.

3. Military spouse preference does not apply if granting preference would result in the displacement of a current employee of the activity.

4. Military spouses with less than six months remaining in the area may be nonselected for permanent continuing positions.

5. Gaining activities have final responsibility for verifying eligibility for spouse preference prior to appointment.

6. When a military spouse cannot be located by the registering activity after reasonable efforts have been made, the potential gaining activity may continue the staffing action without further consideration of that registrant. Such action, however, does not terminate the spouse's preference. A Report Action Code 26 with a narrative explanation must be submitted and documentation must be maintained to provide a proper audit trail.

## **G. COMPONENT EXCEPTIONS**

Heads of DoD Components may establish guidelines for approving exceptions to spouse preference procedures. Exceptions shall be rare and based only on compelling hardship to the Component or the applicant. This authority may be delegated within the Component.

g. If placement is made, send employment SF-50, "Notification of Personnel Action," promptly to the former HRO to preclude processing of the post-dated resignation. Likewise, when LWOP extension is necessary, advise the former activity as soon as possible.

3. **FM Employee.** The FM employee will:

- a. Present a copy of sponsor's PCS orders or qualifying temporary assignment orders to the losing activity to confirm registration eligibility;
- b. Hand-carry the ASARS Registration Format, SF-75, and, if appropriate, documentation of E.O. 12721 eligibility to the registering HRO within 21 working days of arrival or forfeit registration eligibility; and
- c. Advise the registering office of any changes to the registration.

**F. GAINING ACTIVITY PROCEDURES**

➡ Gaining activities should submit requisitions through the ASARS WEB in accordance with Chapter 8 except that Referral Code "D" MUST be used. All eligible Priority 1, 2, and 3 registrants will be referred and the resumes must be worked in priority order. Required report actions must be submitted promptly so that the effectiveness of the program can be accurately monitored. ⬅

**G. TRAVEL EXPENSES AND LEAVE WITHOUT PAY (LWOP)**

1. **Travel Expenses.** Employees placed through Program M are not authorized reimbursement for travel or other relocation associated expenses.
2. **LWOP.** A minimum of 180 days of LWOP shall be granted to each FM, provided that the employee submits a post-dated resignation to coincide with the expiration of LWOP. In order to provide the registrant with a full 6-month registration at the new duty station, requests for extensions of LWOP should be considered. When extensions are granted, the post-dated resignation must be revised to coincide with expiration of the extended LWOP period. Likewise, the registrant should be afforded adequate LWOP to accommodate reasonable leave requests during the period in which the registrant is en route to the new duty station